# **Editing Government Information With the Reader in Mind**



Project Title	Editing Government Information With the Reader in Mind
	Flex your editing, proofreading, and project management muscles while sprucing up information about federal financial aid for college.
Country	United States

#### **Project Description**

Our team writes, edits, and updates informational materials about federal student aid for college, how to apply, and how to repay loans. Our main communication channel is the StudentAid.gov website, which recently absorbed three other sites and needs a review for editorial quality and consistency. We are looking for an intern with good writing and editing skills to learn our house style and help us spot errors and inconsistencies of style across the site, edit the pages to correct the errors, then proofread edited pages for quality assurance before the pages are published to the live site. The intern also will edit other informational materials such as blog posts, PowerPoint presentations, emails, and video scripts, aiming not only to follow our writing style but to ensure plain language and overall quality. Depending on the intern's interests and capabilities, there also may be an opportunity to learn about "508 compliance" and to edit documents to be accessible for the blind and visually impaired members of our audience, as well as working on other subprojects that contribute to the overall quality and consistency of our content. For this internship, knowledge of grammar, punctuation, parallel construction, and proper sentence structure will be vital, as will the ability to tailor writing to the intended audience. Knowledge of best practices for writing web content will be a bonus. A solid knowledge of MS Word (including the Track Changes function) is essential; and you'll also be using Excel, PowerPoint, and SharePoint.

#### **Required Skills or Interests**

Skill(s)
Editing and proofreading
Writing

### **Additional Information**

Undergrads and grad students welcome to apply.

## **Language Requirements**

None